

# Retention and Classification Report

**Agency:** Nephi (Utah). Sexton (1615)

, UT

**Records Officer**

28280	City Cemetery deeds
84797	Interment registers
28281	Vine Bluff Cemetery deeds

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28280

3

**TITLE:** City Cemetery deeds

**DATES:** ca. 1896-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of ownership of cemetery plots.

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28280

**TITLE:** City Cemetery deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 84797

4

**TITLE:** Interment registers

**DATES:** 1889-

**ARRANGEMENT:** Chronological by death date.

**DESCRIPTION:**

This series contains a register of burials in both the City and Vine Bluff Cemeteries. The register is used to track the identity and location of burials in the cemeteries. Columns in the register books provide space for such information as the name of the deceased, name of parents or other relatives, date of birth, place of birth, cause of death, date of death, date of burial, name of cemetery, location of grave, and name of physician. Not all columns are completed for all individuals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 05/13/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 84797

**TITLE:** Interment registers

(continued)

**APPRAISAL:**

Historical

This disposition is based on the value of this series in documenting deaths and burials in the Nephi area.

**RETENTION JUSTIFICATION:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28281

3

**TITLE:** Vine Bluff Cemetery deeds

**DATES:** [ca. 1896]-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps, receipts, and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of ownership of cemetery plots.

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28281

**TITLE:** Vine Bluff Cemetery deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public